

How do I add staff members to my NCAA Team?

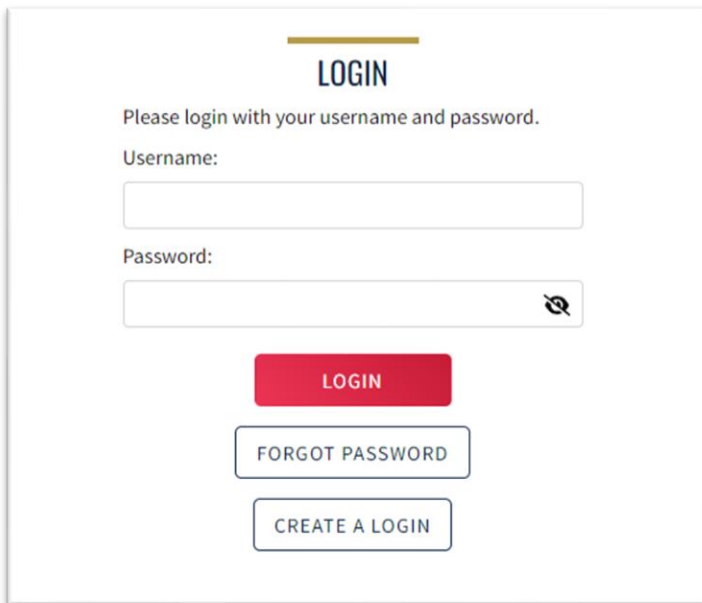
Add Staff Member:

To add a staff member, you will need to log in to your account. If you have not created your new USA Swimming account, you will need to do so prior to logging in. If you were a previous SWIMS member, you will need to link your Member ID to your new account. If you need assistance on how to create your account, please follow these links.

[How to setup your new USA Swimming account if you were a previous SWIMS member.](#)

[How to setup your new account if you are new to USA Swimming.](#)

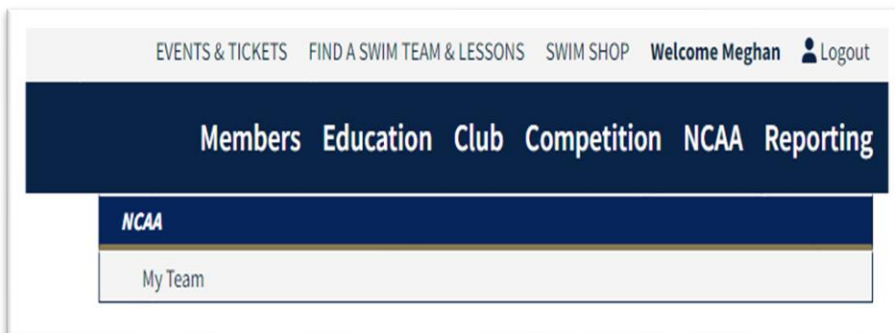
To login, please go to hub.usaswimming.org. Where you will see the following "Login" page.



The screenshot shows a login page with the following elements:

- A yellow horizontal line above the word "LOGIN" in bold black text.
- The instruction "Please login with your username and password."
- A "Username:" label followed by a white input field.
- A "Password:" label followed by a white input field with a small eye icon on the right side.
- A red button labeled "LOGIN".
- A white button labeled "FORGOT PASSWORD".
- A white button labeled "CREATE A LOGIN".

Once you have logged in, you will be taken your member dashboard. You will see the NCAA tab in the upper right hand corner. You will click on that tab to see the following "My Team" link:



The screenshot shows a member dashboard with the following elements:

- A top navigation bar with links: "EVENTS & TICKETS", "FIND A SWIM TEAM & LESSONS", "SWIM SHOP", "Welcome Meghan", and "Logout" (with a user icon).
- A dark blue horizontal bar with white text: "Members", "Education", "Club", "Competition", "NCAA", and "Reporting".
- A dark blue bar with white text: "NCAA".
- A white bar with grey text: "My Team".

Once you click on the "My Team" link, you will be taken to the "View/Edit Team" page. Here you will click on the "Staff" pill, and then select "Add Staff".

ONLY HEAD COACHES HAVE INITIAL ACCESS TO YOUR TEAM'S PAGE. HEAD COACHES MUST ADD STAFF MEMEBRS FOR STAFF MEMEBRS TO GAIN ACCESS.

Additional Information: If they are already a member of USA Swimming, move slide to be green and use magnifying icon to find staff member. If they are not already a member, move slide to be red and add all their information.

The screenshot shows the 'View/Edit Team' interface. At the top, the team name is 'Michigan, University of', the team code is 'MICH', and the organization is 'NCAA - Big Te'. There are four navigation buttons: 'Staff' (highlighted in red), 'Roster', 'Meets', and 'Facilities'. Below this is the 'Add Staff' section. A question asks 'Is the staff a USA Swimming member (and you have their Member Id)?' with a green 'Yes' button selected. The form includes fields for 'New Staff Member Id' (with a magnifying icon), 'Staff Role(s)*' (a dropdown menu), 'Effective Date*' (a date picker set to August 17, 2022), and 'Team Type*' (a dropdown menu set to 'Select'). At the bottom are 'ADD STAFF' and 'BACK' buttons.

From this page you can add your staff member, their role, the date the member's role is effective, and the team type. Once you have made your selections, you click the "Add Staff" button which will save those selections.

Facility Search:

To add a facility while you are currently logged in, you will select the "Facilities" pill. You will then select the "Add Facility" button. Next, you will need to fill in the information necessary to search for a facility in form shown below.

Facility Search

| | | |
|----------------------|----------------------|-----------------------|
| Facility Name | City | State |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Country | Zip Code | Sort Results By |
| <input type="text"/> | <input type="text"/> | Facility Name (A-Z) ▼ |

0 Search Results Hide Filters

| FACILITY NAME | CITY | STATE | ZIP CODE | ADDRESS |
|---------------|------|-------|----------|---------|
| No Results | | | | |

Once you have found the correct facility, you will click the "+" icon to add the facility.

| FACILITY NAME | CITY | STATE | ZIP CODE | ADDRESS | |
|-------------------|-----------|-------|------------|------------------|---|
| Canham Natatorium | Ann Arbor | MI | 48104-3715 | 500 E Hoover Ave | + |

You will then need to add all facility information and click the "Save" button.

Edit Team Facility Contact Info

| | | |
|------------------------------------|--|--|
| Facility Name | Address Line 1 | Address Line 2 |
| Canham Natatorium | 500 E Hoover Ave | |
| City | State | Zip Code |
| Ann Arbor | MI | 48104-3715 |
| Facility Primary Contact Name* | Facility Email* | Facility Phone Number* |
| <input type="text"/> | <input type="text"/> | <input type="text" value="+1"/> |
| Name of Team Contact for Facility* | Email of Team Contact for Facility* | Phone Number of Team Contact for Facility* |
| <input type="text"/> | <input type="text"/> | <input type="text" value="+1"/> |
| Facility can host meet? | Is this a training facility? (training facilities will show up in Club Finder) | |
| Yes | <input checked="" type="checkbox"/> <input type="checkbox"/> | |

SAVE **BACK**

Next, you will select the "Pool Ladder" icon to add the pool configuration.

Team Facilities

ADD FACILITY

| FACILITY NAME | CITY | STATE | ZIP CODE | ADDRESS | PURPOSE | |
|-------------------|-----------|-------|------------|------------------|-------------|--|
| Canham Natatorium | Ann Arbor | MI | 48104-3715 | 500 E Hoover Ave | Competition | |

Once you have clicked on the "Pool Ladder" icon, you will be taken to the following page where you will need to enter information about the pool's configuration.

Add Pool Configuration

| | | |
|----------------------|----------------------|---------------------------------|
| Pool Number / Name | Pool Dimensions | Course* |
| <input type="text"/> | <input type="text"/> | <input type="text" value="--"/> |
| Number of Lanes* | <input type="text"/> | |
| <input type="text"/> | | |

SAVE **BACK**

Once you have entered the necessary information, you will click the "Save" button to save the information you have entered.

Additional Information: Your facility will need to be added before you can create meets.